

NCAS Check Printing Policy

NCAS Check Print User Access:

Each agency will assign two (2) users to print their NCAS checks. This access is requested via a form that can be downloaded from:

http://www.osc.nc.gov/sigdocs/sig_docs/documentation/forms/cpform.html

In order to print NCAS checks, the agency user must have the following user IDs: NCID, OSC domain account ID, Paybase ID and NCAS RACF ID to complete the authentication process. Below is a summary of these accounts and how rights are granted.

- **NCID Access** Each agency user must have an NCID account that is created by their agency's NCID administrator. OSC will grant security access roles to the NCID user name's as indicated on the form listed above. The authentication and authorization is enforced by NCID security guidelines. This access is needed in order to access the ITS-managed VPN.
- **OSC Domain Access** OSC will create an account in the OSC domain that will grant the agency check print user access to the check print database so that both system and manual checks can be printed.
- **RACF Access** Each agency user must have an RACF account that is issued by their agency's RACF administrator. OSC will grant security access to the data set mapped to the individual agency through NCAS RACF. This procedure follows NCAS access control policies.
- **Paybase Access** OSC will create an account for each agency check print user and notify the check print user of the Paybase ID and password needed to login to the check printing software. These user IDs are managed by OSC Application Technical Support (ATS) Team.

Access Monitoring

Access to the NCAS check print process as outlined above is monitored and documented in order to ensure only authorized access. This monitoring includes:

- Paybase login audit and data transaction audit are done automatically and backed up daily
- Each access to the mainframe data is logged on the mainframe as an audit procedure
- Each login to SSL VPN is logged and backed up at the ITS level

System Setup Policy:

OSC will provide each agency with the equipment necessary to print checks. This equipment will include the following:

- One (1) Desktop PC computer with power cord and cat 5(e) Ethernet cable
- One (1) Monitor
- One (1) Keyboard
- One (1) Mouse
- One (1) Troy MICR-certified printer (key-controlled) and parallel cable
- One (1) USB jump drive (flash drive) loaded with the agency check signer's signature and necessary fonts

The agency will be responsible to provide the following:

- Network connection (port 80 and 443 access)
- Electrical power source
- Physical space to set-up computer and printer
- Check Stock (see source below)
- Troy MICR Toner Cartridges (see source below)

Hardware

As stated before, OSC will provide the agency with a special purpose computer system to be used only for NCAS check printing. No applications other than Paybase are loaded on these computers. This system is maintained by OSC and for security purposes, and only OSC's ATS Team will have an account with administrative rights required for maintenance. This maintenance includes both computer and printer.

OSC will maintain the computer with current security patches and ensure that an antivirus program is running and up-to-date.

Physical Security

Due to the sensitive nature of the check print process, adequate security must be provided for both equipment and supplies. Specifically, the following [minimum] security measures are required:

- **Physical Workspace** The physical workspace provided for the computer and printer should be located in a secured area that limits access to only authorized personnel.
- **Keys** There are two keys necessary to operate the MICR printer.
 - One key is used to enable the MICR printing feature. This switch must be secured in the "locked" position when not actively printing checks.

- The second key is used to unlock the paper tray where the check stock is loaded. This tray must be locked at all times.
 - Both of these keys must be stored in a secure location when not in use.
- **USB Drive** The OSC provided jump (flash) drive must be secured since it contains the agency signer's signature; this USB drive must be stored in a secure location when not in use.
- **Blank Check Stock** Any check stock not loaded into the secured printer tray must be stored in a cool, dry secured location.

Security Measures

OSC has implemented a macro that runs after logging into Paybase check printing software that automatically opens the program used to download the data from the mainframe. The checks are then printed and all data transactions are monitored and subject to auditing procedures.

Agency users only have access to the data for their assigned agency. No assigned check print user can access data from organizations other than their own.

When an agency submits a request to add or remove check writers, OSC will ensure that only two check writers are authorized per agency (exception: DHHS Central has six check writers for eighteen companies). OSC will request an audit file from the OSC RACF Administrator to verify privileges for each agency.

If an agency check writer has a valid reason to request their check file be reset by OSC, the OSC ATS Team member will review the logs to ensure that checks have not been previously downloaded. Once the ATS Team member determines that the check file should be reset, the ATS Team member will document the request with the following information:

Agency Name
Requestor's Name
Date of Request
Reason for Request (attach email from agency)

Request for Digitized Signature for Agency Check Signer

When an agency has a personnel change that involves who will sign the agency's checks, a request form must be completed to obtain the digital signature. The form is located at: http://www.osc.nc.gov/forms_policies/ncas_forms.html under Check Printing -- Digitized Signature Request. This form must be printed, completed following the instructions provided and mailed with the purchase order to the vendor.

Ordering Consumable Supplies

Printer Toner Cartridges Only Troy MICR Toner Cartridges are authorized for NCAS check printing. The source is indicated in the following link:

http://www.osc.nc.gov/sigdocs/sig_docs/check_printer_cartridges.html

Check Stock Because of the low volume of check stock purchased by state agencies, Purchase and Contract (P&C) no longer requires check stock paper to be purchased on state contract. State agencies can purchase check stock independently, as long as the purchase is under their delegation. The original state contract vendor, Relyco, continues to offer NCAS certified check stock at competitive prices. Check stock paper purchased from any vendor other than Relyco must incorporate all security features of the current check stock and be approved by the Office of the State Controller and the Department of the State Treasurer.